

GENERAL/REQUIREMENTS

DIVISION I - INFORMATION FOR BIDDERS

I.1 GENERAL

The Contract Documents are arranged and assembled in the order as shown in the Table of Contents portion of the Contract Documents. The Bidder's attention is called to all materials contained in the Contract Documents, but especially to such Special Conditions and/or Provisions which may modify and/or add to the preprinted materials contained therein.

Command type sentences are used in the Contract Documents and such sentences refer to and are directed to the Contractor. When such words as "shall, will, must, etc.," are used, they indicate a mandatory condition. Such words as "should, may, can, etc.," indicate a discretionary requirement, but the word "should" implies a recommended preference.

As referred to hereinafter, the term Document shall mean the entire and complete set of Contract Documents; the term City shall indicate the City of Corvallis; and the term Engineer shall mean the City Engineer or designated representatives.

I.2 GENERAL DESCRIPTION OF THE PROJECT

A general description of the work to be done is contained in the Advertisement for Bids. The scope of work is indicated on the Plans and as specified in applicable parts of the Document.

I.3 DOCUMENT INTERPRETATION

The Contract Document under which it is proposed to execute the work consists of the Plans, all materials bound therewith, and the most recent copy of the City of Corvallis Standard Construction Specifications. The Standard Construction Specifications shall be considered as a part of the Document as much as if they were bound therewith. The materials contained in the Document are intended to be mutually cooperative and to provide all details reasonably required for the execution of the proposed work. Any person contemplating the submission of a Proposal who is in doubt as to the meaning or intent of any part of the Document should request, in writing, an interpretation as provided for in the Contract Document. Any interpretation or change in the Documents will be made only in writing in the form of an Addendum to the Document and a copy of all Addenda will be furnished to all prospective Bidders and to such other persons who have or who will receive a set of the Documents. The City will not be responsible for any other explanation or interpretation of the Documents.

I.4 PLANS

The Plans may be reduced in size from the original drawings or tracings to facilitate the binding of the Plans as a part of the Document. When the Plans are reduced in size from the original, the amount of the reduction is indicated by a note on the Plans. The City may issue the Plans in their full size reproduction bound as a part of the Document or separate therefrom, and in such cases the Plans shall be considered as a part of the Document as much as if they were bound

therewith. When the Plans are reduced, the Bidder may obtain full size reproductions of the Plans at the Office of the Engineer for the cost of said reproduction.

I.5 TYPE OF PROPOSAL

I.5.A.00 UNIT PRICE

When the Proposal for the work is to be submitted on a Unit Price Basis, Unit Price Proposals will be accepted on all items of work as set forth in the Proposal, except those designated to be paid for as a lump sum. The estimate of quantities of work to be done is tabulated in the Proposal and, although stated, is approximate only and is an estimated amount solely for the basis of calculation upon which the award of the Contract shall be made. Payment to the Contractor will be made on the measurement of the work actually performed by the Contractor as specified in the Document. The City reserves the right to increase or decrease the amount of any class of work unless otherwise specified in the Special Conditions.

I.5.B.00 LUMP SUM

When the Proposal for the work is to be submitted on a Lump Sum basis, a single Lump Sum price shall be submitted in the appropriate place. The total amount to be paid to the Contractor shall be the amount of the Lump Sum Proposal, or the Lump Sum Proposal as adjusted for additions or deletions resulting from changes in construction. When specified, the Bidder shall furnish a breakdown of the Lump Sum Bid in the space provided in the Proposal. The purpose of the breakdown on a Lump Sum Bid is to provide a basis for future possible cost adjustments on pay estimates.

I.5.C.00 LUMP SUM WITH EQUIPMENT SELECTED BY CITY

When the Proposal for the work is to be submitted on a Lump Sum basis with equipment to be selected by the City, a Lump Sum price shall be submitted for listed items of equipment as produced by different manufacturers and shall include the cost of installation. The Lump Sum Proposal shall not include these listed items or cost of their installation. The total amount to be paid to the Contractor shall include the price bid for the listed items of equipment to be furnished as selected by the City, plus the amount of the Lump Sum Proposal, or the Lump Sum Proposal as adjusted for additions and deletions resulting from changes in construction. The Bidder shall provide a breakdown of the Lump Sum as specified herein under Lump Sum.

The City at its option may furnish materials or equipment for use by the Contractor on specific projects. The Proposal that includes the use of or the installation of said material or equipment will indicate the manner in which the Proposal shall be submitted and may include one or more of the formats designated above.

I.6 PREPARATION OF PROPOSALS

All blank spaces in the Proposal form must be completed in full, either in ink or typewritten. No changes shall be made in the phraseology of the forms. In the case of discrepancy between unit prices and totals, the unit prices shall prevail.

Any Proposal shall be deemed informal which contains omissions, erasures, alterations, or additions of any kind or prices uncalled for, or in which any of the prices are obviously unbalanced or which in any manner shall fail to conform to the conditions of the Advertisement for Bids.

The Bidder shall sign the Proposal in the blank spaces provided. If the Bidder is a Corporation, the legal name of the Corporation shall be set forth above, together with the signatures of the officer(s) authorized to sign the Contract on behalf of the Corporation. If Bidder is a Co-Partnership, the name(s) of the firm shall be set forth above, together with the signatures of the Partner(s) authorized to sign Contracts in behalf of the Co-Partnership. If signature is by an agent other than an officer of the Corporation, or a member of the Partnership, a Power-of-Attorney must be on file with the City prior to the opening of Proposals, or submitted with the Proposal, otherwise the Proposal will be regarded as not properly authorized.

The City reserves the right to accept or reject any Proposal not properly authorized or deemed informal under these specifications.

I.7 SUBSURFACE INFORMATION

The City will make available to prospective Bidders, upon request and prior to the receipt of Proposals, any information that it may have as to subsoil conditions and surface topography at the work site. Investigations conducted by the Engineer of subsurface conditions were made for the purpose of study and design, and neither the City nor the Engineer assumes any responsibility, whatever, in respect to the sufficiency or accuracy of borings, or of the logs of test borings, or of other investigations that had been made or of the interpretations made thereof, and there is neither warranty or guarantee, expressed or implied, that the conditions indicated by such investigations are representative of those existing throughout such area or any part thereof, or that unlooked for developments may not occur. Information derived from inspection of logs or test borings, or topographic maps or from Plans showing location of utilities and structures will not in any way relieve the bidder from any risk or from properly examining the site and making such additional investigations as they may elect or from properly fulfilling all the terms of the Contract Document.

I.8 “APPROVED EQUAL” PRODUCT CONSIDERATION

For competitively bid Public Improvement Contracts, requests to consider a product as an “approved equal” must be made prior to the termination of the pre-bid question period as identified in the Contract Documents. Nothing in this section is intended to restrict the City from approving any product subsequent to the award of a contract, when it has been determined to be in the best interest of the public to do so.

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